



# Regional Coordinator Position Description

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<b>POSITION</b>	<b>Te Kuiti Regional Coordinator</b>
<b>RESPONSIBLE TO</b>	Founders and Programme & Relationship Coordinator
<b>HOURS</b>	This is a voluntary position (hours to be discussed)
<b>POSITION OVERVIEW</b>	We are looking for Regional Coordinators to help expand and strengthen our support network across the Waikato region. This volunteer role is ideal for someone passionate about making a difference in the lives of children and their caregivers, with strong organisational and communication skills. The Te Kuiti Regional Coordinator will act as a key point of contact in Te Kuiti, helping to coordinate donations and delivery of care packs, liaise with caregivers, and promote our work in the community.
<b>KEY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Act as a local representative of Kids in Need (KIN).</li> <li>• Coordinate the collection of donated goods within your designated region at a mutually agreed drop off location (not home address).</li> <li>• Coordinate the distribution of care packs within your designated region.</li> <li>• Build relationships with caregivers, social workers, schools, and other community organisations.</li> <li>• Support KIN with the organisation and hosting of events and coffee groups.</li> <li>• Provide updates and feedback to the central KIN team.</li> </ul>
<b>KEY ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Compassionate and community-minded.</li> <li>• Have a clear understanding of foster care/ whānau care in NZ and the support required.</li> <li>• Strong organisational and coordination skills.</li> <li>• Good communication and relationship-building abilities.</li> <li>• Ability to work independently while staying connected with the central KIN team.</li> <li>• A valid driver's license and access to a vehicle.</li> <li>• Willingness to undergo police vetting.</li> <li>• Ability to visit KIN HQ for in-person training and Regional Coordinator meetings twice a year.</li> </ul>